

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Humane Officer I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs duties involving the protection and control of animals, enforcement of animal related codes and protection of public safety. Apprehends, transports, secures, and disposes of animals in accordance with state and local laws under direction of the Humane Officer II.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Issues summons. Captures, impounds, and disposes of animals by using a variety of issued equipment including injectible tranquilizers and schedule II narcotics.
2	S	Completes reports and records by maintaining documents in accordance with state and local laws documenting any problems that occur.
3	VH	Responds to citizen complaints by checking homes for various animal violations including lack of food, water, and shelter, and assessing outside temperatures relating to cruelty to animals rules.
4	L	Provides animal education by training new officers and teaching humane treatment of animals to citizens and children.

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year
Certifications and Other Requirements	Valid Driver's License, Animal Control Officer Basic Academy, DEA Controlled Drug License, Special Police Officer, Euthanasia Certification, Death Determination Certification, Chemical Immobilization and Capture Certification, Humane Investigator Certification (within 12 to 24 months of employment).
Reading	Work requires the ability to read federal, state, and local laws, correspondence, various reports, contracts, articles, and manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, summons, correspondence, animal registration cards, and other forms.
Managerial	Managerial responsibilities include planning and implementing public outreach and education, coordinating with supervisory staff and participating in training activities, and managing pet overpopulation.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Speaking to citizens, inspecting property, filing
Sitting	F	Computer, desk work, driving, training
Walking	F	Inspecting property, apprehending animals or people
Lifting	F	Animals, boxes, equipment, files
Carrying	F	Animals, boxes, equipment, files
Pushing/Pulling	F	Animals, boxes, equipment, files
Reaching	F	Under fences, shrubs, and buildings for animals
Handling	F	Animals, boxes, equipment, files
Fine Dexterity	F	Computer keyboard, administering injections, removing collars and chains, dressing wounds
Kneeling	F	Inspecting property, looking under fences, shrubs, and buildings for animals
Crouching	F	Inspecting property, looking under fences, shrubs, and buildings for animals
Crawling	F	Inspecting property, looking under fences, shrubs, and buildings for animals
Bending	F	Picking up animals, boxes, equipment
Twisting	F	Picking up animals, boxes, equipment
Climbing	O	Fences, stairs, trees
Balancing	O	Stairs
Vision	C	Inspecting property, observing animals, computer, desk work, driving
Hearing	C	Police department, PETA, animals, citizens, telephone
Talking	F	Police department, PETA, animals, citizens, telephone
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Ketch-pole, leashes, net, snare, snake tongs, radio, bolt cutters, euthanizing equipment, computer, laser or inkjet printer, scanner, copy machine, Standard Microsoft Windows and Office software, Publisher, Internet, AFIN, Pistol 2000, VCIN/NCIC, digital camera

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	M	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	M	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Ketch-pole, leashes, net, snare, snake tongs, bolt cutters, euthanizing equipment, bite stick, firearms, tranquilizer guns, ballistic vest, goggles, bite gloves, face shields, respirator mask, SCBA, baton/bitestick, pepper spray

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)